

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Human Relations and Management Course

FROM: Omega J. C. Ware, Jr.  
Director, OEE0  
Room 5E47, Hqtrs.

EXTENSION

NO.

DATE 10 February 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Acting Deputy Director for Administration, Rm 7D24, Hqtrs.

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Please distribute attached copies to your Senior Training Officer and to your Directorate EEO Officer.

*done* 11 FEB 1981

DD/A REGISTRY

FILE: *Training*

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9 February 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

ATTENTION: Senior Training Officers  
Directorate EEO Officers

SUBJECT: Human Relations and Management Course


1. The registration deadline for the first running of the Human Relations and Management Course was 2 February 1981. I want to emphasize that the target group for the initial runnings of this course is the members of the Senior Intelligence Service and Agency executives. The cost and difficulty of presenting this course make it mandatory that each class of twenty-five (25) students be complete. Each directorate and the DCI Area must provide a minimum of five students plus alternates for each running.

2. It is also important to the successful conduct of the course that each directorate student group include at least one woman and one black and one Hispanic employee. Directorate statistics indicate, of course, that to satisfy this requirement, selection of these officers may have to be from below SIS level.

3. If you have any questions on the course or on the selection of candidates, please contact the Director, EEO, or the course director,

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WILLIAM J. CASEY